

20th July 2020

Agenda Item: 8

REPORT OF THE SERVICE DIRECTOR, COMMISSIONING AND RESOURCES**CHANGES TO THE CHILDREN'S CENTRE SERVICE STAFFING
ESTABLISHMENT****Purpose of the Report**

1. This report seeks approval to disestablish 5.92 fte of the Children's Centre Service District Finance and Data Officer posts and establish new permanent posts of 2 fte Business Support Officer (Grade 5), 2 fte Data and Monitoring Officer (Band A), and 1 fte Accounting Technician (Grade 4/5) with effect from 1st September 2020.

Information**Background**

2. The Children's Centre Service was transferred under the management of the Council on 1st June 2020. As agreed by Committee on 13th January 2020, the existing staffing structure was transferred.
3. The Children's Centre Service currently includes 5.92 fte District Finance and Data Officer (DFDO) posts in the structure, however two postholders recently resigned, leaving 1.7 fte vacancies and two localities without an identified DFDO function.
4. The current establishment by locality is:

Ashfield	0.81 fte
Bassetlaw	1 fte
Broxtowe	0.9 fte (vacant)
Gedling	0.8 fte
Mansfield	0.8 fte
Newark and Sherwood	0.81 fte
Rushcliffe	0.8 fte (vacant)
5. The District Finance and Data Officer job remit is to lead and manage the monitoring systems for the Children's Centre Service and they have the responsibility for ensuring timely data submissions within a defined locality. They also manage the administration and finance functions of the Service.

6. When the Children's Centre Service was commissioned to an external service provider, they were subject to a rigorous performance management process, however now that the service is managed in-house there will be less demand on this role to focus on performance; however capacity is still required to establish data processes, reporting through Mosaic and the Business Intelligence Hub, management of administration functions and financial reports and monitoring.

Proposal

7. The proposal is to disestablish the 5.92 fte DFDO posts and replace this function with the following posts which have been subject to Job Evaluation:
 - 2 fte Data and Monitoring Officers (Band A)
 - 2 fte Business Support Officers (Grade 5)
 - 1 fte Accounting Technician (indicative Grade 4/5)
8. The Children's Centre Service is currently managed by 2 fte Service Managers, with one covering the North and the other the South. It is proposed that there is a Data and Monitoring Officer and Business Support Officer for the North and South. The Accounting Technician role will be countywide and work alongside colleagues in the finance team.
9. These posts will be permanent and will report directly to the Children's Centre Service Managers, but will work very closely with corporate teams in Finance, Performance and Business Support.
10. The Data and Monitoring Officers will performance manage the Children's Centre Service in Nottinghamshire, collating and analysing data to show progress for children and families accessing the service. They will be responsible for case audits, databases, evaluation processes, reporting and they will work closely with the Corporate Performance team and Department's Information and Systems Team. They will be responsible for establishing and embedding new reporting systems, processes and quality assurance.
11. The Business Support Administrators will lead the day to day delivery of business support activities within a specified locality, ensuring the efficient use of staff and resources to meet business needs. They will be responsible for line managing all Administrators and Administrative Assistants in the service; there are 45 post holders in total, most of which are part-time. They will also be responsible for supporting business support apprentices including those for Care Leavers and other target groups. These post holders will work very closely with Corporate Business Support and will adopt corporate processes and systems straddling both Business Support Services and the Children's Centre Service.
12. The Accounting Technician will provide high quality advice, information, analysis and interpretation to finance colleagues and budget holders to underpin effective decision making. The role is expected to build strong relationships with finance colleagues and internal partners whilst supporting budget monitoring of the full-service budget of £9.8 million.
13. The DFDO current postholders will be enabled into the new roles through a ringfenced recruitment exercise. There are no employees at risk of redundancy because of this proposal.

14. Not all staff members are full-time, so postholders will be enabled into the posts based on their current hours as most do not want to work full-time. As an interim measure the posts have all been costed as 1 fte each, however most will be 0.8 fte so the budget required will be less than the figures detailed in the report.

15. The cost of proposals (based on each post being full-time) for a full year are as follows:

	Salary without on costs £	FTE	Total cost without on costs £
Business Support Officer (Grade 5)	26,317	2	52,634
Accounting Technician (Grade 4/5)	26,317	1	26,317 <i>(based on Grade 5)</i>
Data and Monitoring Officer (Band A)	31,371	2	62,742
			141,693

16. The current salaries for the DFDO posts vary from £21,195 to £30,112 (without on costs) which averages at £26,724. This is because they transferred to the Council under the TUPE process maintaining their different terms and conditions and salaries from their previous employer. The current total cost for salaries is £183,272 without pension contributions and other on costs, compared with £141,693 which is being proposed.

Other Options Considered

17. The option to retain the existing DFDO roles has been considered with some post holders covering two districts rather than one; capacity however would be too stretched in some areas, especially at a time when the service is learning new processes and systems, as well as working towards consistent practice across the service.

Reasons for Recommendations

18. The Children's Centre Service has a budget of £9.8 million. In order to ensure accurate reporting, monitoring and financial scrutiny during a time when the service is learning a wide range of new processes, dedicated capacity is required to support all 20 budget holders and help to embed Council procedures.

19. The service has 45 members of staff in Administration or Administrative Assistant roles; these postholders are currently line managed by a range of different roles depending on the district in which they work. It is felt that a countywide Business Support Team would ensure consistency across the County and enable administrators to work across districts to help address gaps in provision in other areas e.g. covering for a colleague who is on sick leave which could result in a building being closed as there is no one available to cover reception tasks. This function would also work closely with corporate Business Support Managers.

20. The Service is now adopting new processes such as the use of Mosaic and the Business Intelligence Hub. Additional processes are required to understand and assess the impact of our interventions, including evaluation of activities and outcomes for volunteers and other parents/carers who do not require a Mosaic record.

Statutory and Policy Implications

21. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Data Protection and Information Governance

22. Having dedicated Data and Monitoring functions will enable improved sharing of data with internal and external teams by helping to establish an automatic referral route between Mosaic and the NHS reporting database System One. The officers will be tasked to work with managers to refresh and review Data Protection Impact Assessments, Privacy Notices, consent procedures and will assist the workforce to ensure the service is compliant with data protection regulations.

Financial Implications

23. The proposals within the paper will lead to a budget saving of approximately £45,000 (excluding on-costs) in a full year by reducing the number of posts within the service and yet maintaining the functions required for the Children's Centre Service during this time of transition.
24. Establishing a dedicated Accounting Technician post will provide substantial capacity to help scrutinise budgets, ensure financial regulations are followed and support audit activities. It is therefore expected that this post holder will be critical in helping to make efficiencies in the longer term e.g. reviewing spend on staff travel expenses/toys and equipment.

Human Resources Implications

25. No employee is at risk of redundancy because of these proposals. The Council's enabling process will be undertaken to fill the new posts from the DFDO pool.

Safeguarding of Children and Adults at Risk Implications

26. Having dedicated capacity to focus on data and monitoring will help the Children's Centre Service workforce to make best use of Mosaic to identify and support children and families at greater risk. They will be tasked to work with the Departmental Information and Systems team to review and improve the use of Mosaic across the service.

Implications for Service Users

27. Parents and families who use the Children's Centre Service should be able to access Children's Centre premises more easily if administrators are managed centrally as they will help address capacity issues across a wider locality. Enabling the administrative workforce

to work more flexibly across Children's Centre Service sites will be achievable now that all staff members have mobile technology including their laptops.

RECOMMENDATION

- 1) That the following changes to the staffing establishment in the Children's Centre Service be approved with effect from 1st September 2020:
 - disestablish 5.92 fte District Finance and Data Officer posts
 - permanently establish 2 fte Business Support Officer (Grade 5), 2 fte Data and Monitoring Officer (Band A), and 1 fte Accounting Technician (Grade 4/5) posts.

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Constitutional Comments (KK 30/06/20)

28. The proposals in this report are within the remit of the Children and Young People's Committee.

Financial Comments (SAS 07/07/20)

29. The Children's Centres gross expenditure budget is £9.8m and £6.8m net of the Public Health contribution. The proposals within the paper will lead to a budget saving of approximately £45,000 (excluding on-costs) in a full year by reducing the number of posts within the service and yet maintaining the functions required for the Children's Centre Service during this time of transition. The 2020-21 part year effect is approximately £26,000 (excluding on-costs).
30. Establishing a dedicated Accounting Technician post will provide capacity to support budget holders with the management of their budgets and embed financial systems and processes within the new service.

HR Comments (BC 06/07/20)

31. The staffing implications are contained within the body of the report. There are no employees at risk of redundancy resulting from this proposal.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

[Children's Centre Service Contract – report to Children and Young People's Committee on 18 March 2019](#)

[Children's Centre Service Proposals – report to Children and Young People's Committee on 13 January 2020](#)

Electoral Divisions and Members Affected

All.

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